



Leadership Development & Alumni Program Manager Job Description

Why Join Us?

Do you believe that communities are stronger when a diversity of leaders are connected, knowledgeable, and targeted in their efforts to create positive change? If you do, then Leadership Council San Mateo County (Leadership Council SMC) may be the right organization for you!

Leadership Council SMC, based in South San Francisco, is a small nonprofit in growth mode. We are a flexible team dedicated to connecting, inspiring, and educating leaders from the business, government, and nonprofit sectors to positively transform San Mateo County and find solutions for the biggest issues facing our County. We elevate and empower countywide leadership talent through our leadership training, educational events, and a shared foundation of skills to leaders in all three sectors, across the 20 communities of San Mateo County. Participation in our programs represents the diversity of San Mateo County.

We are seeking a Leadership Development and Alumni Program Manager to help us manage and grow our leadership development and alumni professional development events.

About the Position

The Leadership Development and Alumni Program Manager is an exempt position that averages 40 hours per week. The Leadership Development and Alumni Program Manager plays an integral leadership role in an ever-evolving, fast-paced, dynamic environment. Working with the Leadership Council SMC Team, the Leadership Development and Alumni Program Manager oversees the management of Leadership Council Learning (our leadership training events) and professional development programs. The Leadership Development and Alumni Program Manager ensures high quality experiences that integrate civic understanding, relationship building, and leadership skill development for multiple audiences including alumni and the community at large.

The Leadership Development and Alumni Program Manager is required to:

- Work in-person at our office at 366 Grand Avenue, South San Francisco.
- Work on-site at our leadership training events for alumni and the community at large. Learning Events are held at various locations throughout San Mateo County (sometimes in the evenings and on weekends).
- Attend weekly team meetings in-person.

Key Responsibilities

- Work with the Leadership Council SMC team, including the Co-Presidents, to design highly engaging and impactful educational learning and leadership professional development opportunities for alumni and the community at large.
- Continually develop and expand knowledge of issues in San Mateo County while maintaining relationships with key leaders involved in those issues.
- Help identify and engage expert speakers and community resources.
- Evaluate program goals and monitor progress of outputs, outcomes and impact with the Leadership Council SMC

Team.

- Manage special projects as agreed by the Executive Leadership.
- Perform administrative duties as needed such as monitoring organizational emails and supporting the office operations.

Leadership Development Program Management and Coordination:

- Coordination of all Leadership Development event logistics including, but not limited to, site venues, parking/transportation, meals, invitations, registration processes, and relevant materials. Provide technical support and troubleshooting. Ensure program participants and speakers feel welcomed and supported before, during, and after the programs and events.
- Serve as a liaison and point of contact for Leadership Development event participants, speakers, and other Leadership Council SMC key stakeholders.
- Provide ideas and input on Leadership Development Program learning topics.
- Communicate instructions and details to program participants.
- Serve as the on-site manager for all logistics for each of the Leadership Development events throughout the year.
- Provide support for the annual scheduling of all learning programs, sending invitations/announcements and recruiting volunteers.
- Play a support role in other Leadership Council SMC events as necessary.

Event Management for Alumni and San Mateo County Community:

- Provide input to event strategic planning including, but not limited to, event topic/theme, type of event, and venues.
- Gather information about objectives, budget, and preferences.
- Provide advice about menus, decor, and entertainment.
- Create a schedule of activities for staff to follow during events.
- Communicate with vendors and suppliers.
- Manage the event budget in conjunction with the Director of Finance.
- Handle problems that arise during the event.
- Oversee servers, kitchen staff, cleaning crews, and other workers.
- Ensure the event complies with insurance, health, and safety standards.

Qualifications

This job could be the right fit for you if you are:

- Passionate about civic engagement and improving San Mateo County so all residents can thrive.
- Have experience in public sector or nonprofit program implementation in San Mateo County.
- Have experience in designing professional development opportunities.
- Looking to work at a small organization in growth mode. You enjoy working in a team environment and are flexible as job requirements are likely to shift as needed.
- Skilled at scheduling, planning, and organizing high quality training programs, meetings, and events, in-person and virtual.
- Organized and planful: you juggle multiple tasks by setting priorities, managing your time to meet deadlines and monitoring progress and keeping others informed. Nothing falls through the cracks on your watch, and if it does, you handle it with grace and maturity.
- Technologically proficient with Google applications (e.g., Google Drive), databases, MSOffice, Slack, Zoom, Constant Contact, Eventbrite, and Survey Monkey, social media platforms; able to learn new digital platforms quickly.
- Attentive to quality with an eye for design and details; a commitment to the brand, reputation, and voice of the organization.
- People-centered: you anticipate, understand, and respond to the needs of internal and external stakeholders to meet (and exceed) their expectations.

- An effective communicator: you can explain anything to anyone in a clear, thorough, and timely manner, verbally and in writing.
- Self-starter: you are independent, proactive, and take initiative in ways that positively influence others to achieve results in the best interest of the organization.
- Adaptable: you are flexible and comfortable with change.
- Foster teamwork: you enjoy working collaboratively with staff and volunteers to set goals and find creative/innovative solutions that strive towards excellence.
- Ethical and behave in ways that align with the values of the organization.
- Can pick up and carry boxes and equipment weighing up to 25 lbs.

You are required to have:

A current California driver's license, access to a registered, reliable, and fully insured automobile, ability to drive throughout San Mateo County (between South San Francisco to East Palo Alto and west to the San Mateo County coast from Daly City to Pescadero).

Company's website: www.leadershipcouncilsmc.org

Full-time, exempt position - on average 40 hours/week. Annual salary range: \$65,000 to \$75,000 plus benefits.

Hiring Timetable:

Applications are currently open. An initial interview for qualified candidates will be held via Zoom, with additional in-person interviews at our office in South San Francisco. Interviews will be conducted through early September, with a target start date of mid-September.

Application Instructions:

To apply, email info@leadershipcouncilsmc.org with the subject "Leadership Development & Alumni Program Manager." Attach a cover letter about your interest in this position and your resume. Please note that we are not accepting applications through LinkedIn Easy Apply.